



City of Rockwall

**FIRE INSPECTOR/FIRE FIGHTER/  
FIRE INVESTIGATOR  
FIRE DEPARTMENT**

Grade: 20

FLSA: NE

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Under the direction of the Fire Marshal, this position is responsible for conducting comprehensive and technical inspections for fire and life safety hazards and/or deficiencies related to fire, building, electrical, mechanical, and plumbing regulations, interpreting comprehensive and technical documents, plans, processes, operations, systems and equipment to ensure compliance with applicable fire and life safety regulation, developing pre-incident plans, participation and delivery of educational and informational fire prevention, injury reduction, and life safety programs, conducting fire investigations, and responding to fire, medical, and hazardous materials related emergencies, and related public service activities as determined by the Fire Marshal or officer in charge.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

- Inspections: Conducts comprehensive and technical inspections for fire and life safety hazards and/or deficiencies related to fire, building, electrical, mechanical, and plumbing regulations; presents effective oral and written communications concerning procedures, requirements, interpretations, and solutions to abate hazards and deficiencies; maintains clear and accurate records of activities;
- Plan Review: Interprets comprehensive and technical documents, plans, operations, systems and equipment to ensure compliance with applicable fire and life safety regulation; presents effective oral and written communications concerning procedures, requirements and interpretations; maintains accurate records of activities;.
- Preplans: Accurately documents and evaluates business and building protection, construction, and operational features to develop pre-incident plans to be used by responding personnel to manage fires and other emergencies in such occupancies using the available resources.
- Public Education: Assist with developing, implementing, and conducting educational and informational fire prevention, injury reduction, and life safety programs; assist with preparing, submitting and presenting press releases and marketing information to media and other outlets to promote education programs, services and activities; assist with preparing reports and records to determine community needs and program effectiveness.
- Fire Investigations: Examines sites of fires and collects evidence to ascertain causes of fires, utilizing knowledge and experience in fire investigations; compiles investigation results, and prepares timely, complete, and accurate documents and criminal case preparations;
- Firefighting: Responds to fire, medical and hazardous materials related emergencies, and related public service activities as required. Works as an integral part of a firefighting unit, performing procedures and utilizing equipment as prescribed by the department.
- Required to report for work punctually, work all scheduled hours, and any required overtime as deemed necessary. Must maintain a physical condition and standards necessary for the proper performance of duties, with or without accommodation.



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**MARGINAL FUNCTIONS**

- Performs routine custodial functions in maintaining office facilities and routine cleaning and preventive maintenance for assigned vehicle.
- Ensures the proper operating condition of all equipment.
- Participates in hazardous materials mitigation as directed by the Fire Marshal
- Participates in researching new equipment, new product evaluations, product safety, and latest fire and life safety related code changes and updates.
- Assists with and participates in the City's Emergency Management and coordinates with the Emergency Management Coordinator to develop and implement procedures for emergency functions.
- Contribute to the development of department policies, projects and programs as directed.
- Perform additional related duties as assigned.

(Note: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.)

**REQUIREMENTS**

A. Training and Experience:

- Must possess TX Commission on Fire Protection Basic Structural Fire Firefighting Certification or ability to obtain before hire date.
- Must possess TX Department of Health Emergency Medical Technician.
- Must possess TX Commission on Fire Protection Basic Fire Investigator Certification or have 3+ years related experience in the field of fire investigations with ability to obtain within 90 days from hiring.
- Must possess TX Commission on Fire Protection Basic Fire Inspectors Certification or ability to obtain within 90 days from hiring.
- Must possess Valid Texas Class B, or CDL driver's license, or ability to obtain within 90 days of hire;
- Must reside within 60 minutes response time.

Prefers

- Prefer Texas Commission on Fire Protection Basic Arson Investigator certification, 3 years work related experience preferred;
- Prefer Basic Texas Peace Officer certification through Texas Commission on Law Enforcement Officer Standard and Education (TCLEOSE);



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- Prefer Associates Degree in Fire Prevention Technology, or a related field; with supplemental specialized technical training in Fire Code Inspections; supplemented by 3 years experience, to include familiarity with the administrative aspects of the work; or an equivalent combination of education, training and experience;

**B. Knowledge, Skills, and Abilities:**

- Thorough knowledge of modern principles, methods and equipment required for efficient and effective fire investigation and inspection activities.
- Maintains a comprehensive and current knowledge of applicable regulations and methods.
- Thorough knowledge of the laws, statutes, ordinances, codes, standards, rules and regulations pertaining to fire prevention, fire investigation, and public education.
- Considerable knowledge of report and record maintenance principles and practices.
- Considerable knowledge of fire fighting, rescue and hazardous material duties and operations.
- Skill in the care and safe operation of a variety of fire service emergency equipment.
- Skill in oral communications for effective expression of concepts and instruction.
- Ability to develop and present public fire safety programs.
- Ability to safely and legally operate a motor vehicle.
- Ability to analyze situations quickly and objectively.
- Ability to determine proper courses of action within the established framework of policies and procedures.
- Ability to maintain composure under emergency situations.
- Ability to work effectively under stressful conditions.
- Ability to utilize various modern computer applications, to include modern word processing systems, spreadsheet applications and specialized programs for fire services.
- Considerable knowledge of fire fighting, rescue and hazardous material duties and operations.

**C. Physical requirements:**

- Tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.
- Tasks involve some physical effort, i.e., some standing and walking, or light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment; may involve extended periods at a keyboard or work station.
- Tasks involve frequent walking, standing; some lifting and carrying of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.



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- Tasks may involve regular and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items.

D. Environmental requirements:

- Tasks may be routinely performed without exposure to adverse environmental conditions (e.g. dirt, cold, rain, and fumes).
- Tasks may require exposure to extreme heat/cold or extreme weather conditions.
- Tasks may require exposure to strong odors and/or smoke.
- Tasks may require exposure to strong and/or toxic chemicals.
- Tasks may require exposure to dust or pollen.

E. Sensory Requirements:

- Tasks require color, odor, sound, depth, texture and visual perception and discrimination.
- Tasks require oral communication ability.

F. Other Requirements:

- Applicant must pass department's Oral Review Board.
- Applicant must pass the department's Physical Agility Test.
- Citizen of the United States of America or a lawful permanent resident.
- Must be an able-bodied person, weight in proper proportion to height, be in good physical condition, be in good mental health, vision correctable to 20/20, and no color blindness.
- Must not have any convictions of a felony or Class A or B misdemeanor.
- Must have a stable and satisfactory work record.
- Must pass pre-employment physical and DOT drug test.

G. HIPAA Compliance Statement

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy Rule must have an understanding and knowledge of the Privacy Rule that corresponds to their job responsibilities. Employees who violate the requirements of the HIPAA Privacy Rule will be subject to discipline, up to and including termination.



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**ACKNOWLEDGEMENT**

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Rockwall. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

**Signature/Approval**

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ariana Hargrove, Fire Marshal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brad Griggs, Assistant City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cheryl Dunlop, Director of Administrative Services

\_\_\_\_\_  
Date



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**REVISIONS:**

**3-21-16**

Added HIPAA Statement

Formatted signature lines

Deleted references to Fire Chief

Under Training and Experiences: changed response time from 30 to 60 minutes and residency requirement; deleted 2 years work related exp preferred; deleted prefer TCFP Haz Mat Tech cert